

DIRECTIONS TO FOREST AND CAPITOL (LOT C)

VISITOR'S PARKING

All examination attendees **MUST** park at our Forest and Capitol (Lot C) and take the shuttle bus to **410-470 Capitol Avenue Complex**. Please allow additional time for parking. *You will find a copy of driving directions and the shuttle schedule with your examination approval letter.*

Handicapped parking spaces are available at the 410 - 470 Capitol Avenue Complex as well as at the satellite parking lots at Oak and Capitol, and Forest and Capitol.



From I-91 (North or South) and from east of the river
In Hartford, take I-84 West. Take Exit 46 (Sisson Ave.) At the end of the exit ramp, turn left at the light onto Sisson Ave. Take your first left onto Capitol Ave. Take your first left onto Forest Street. The parking lot is on your left and is labeled State of Connecticut. A shuttle bus to take you to our complex will either be waiting, or will appear in a few minutes.

From the West

Take I-84 East to Exit 46 (Sisson Ave.) At the end of the exit ramp, turn left at the light onto Sisson Ave. Take your first left onto Capitol Ave. Take your first left onto Forest Street. The parking lot is on your left and is labeled State of Connecticut. A shuttle bus for our complex will either be waiting or will appear in a few minutes.

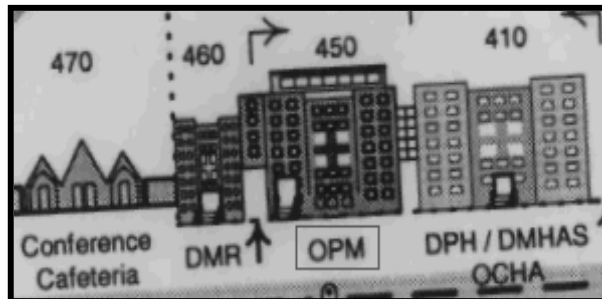
Upon arriving at the Office of Policy and Management, 450 Capitol Avenue, you must sign in and out at the security desk where you will be issued a visitor pass. A photo I.D. will be required. Then you may take the elevator to the basement level, proceed straight ahead and follow the signs to 470 Capitol Avenue Conference Room C (located next to the cafeteria, just past the ATM machine).

Please refer to the Capitol Avenue Shuttle Schedule for specific arrival and departure times to and from off-site parking (included with examination approval letter).



The Office of Policy and Management (OPM) is located at 450 Capitol Avenue in Hartford, Connecticut. We are located 0.3 miles west of the Legislative Office Building and 0.4 miles west of the State Capitol.

OPM is housed in a five (5) story red brick building that has a green roof, green window trim, and green handrails.



Office of Policy and Management
Intergovernmental Policy Division
Data Collection and Grants Management Unit
Web Site: www.ct.gov/opm



Thursday, March 28, 2013





**470 Capitol Avenue
Conference Room C**



STATE OF CONNECTICUT
Office of Policy and Management
Intergovernmental Policy Division
450 Capitol Ave. - MS#54FOR
Hartford, CT 06106-1379

Revaluation Examination(s) Announcement

The Office of Policy and Management (OPM) announces that the examinations for Revaluation Personnel Certification will be held on **Thursday, March 28, 2013**. The following examinations will be offered:

-  Land/Residential
-  Commercial/Industrial
-  Personal Property
-  Supervisor

Time and Place

The examinations will be held at 470 Capitol Avenue, Hartford, Connecticut (Conference Room C.) **The morning session examinations will begin at 8:30 a.m. and the afternoon session examinations will start at 1:00 p.m.** Each examination session will last three (3) hours. All four examinations will be offered at both the morning and afternoon sessions. Please note that applicants are allowed to complete only one examination per session.

What to Bring

Persons taking the examination(s) will be required to produce photo identification prior to being admitted. A valid current drivers license is recommended. Two sharpened #2 pencils and an eraser. Silent battery operated calculators may be used during the examination. **CELL PHONES ARE NOT PERMITTED IN THE TEST ROOM.**

Application Form

Each applicant must complete and return an application form to the Office of Policy and Management postmarked no later than **March 14, 2013**.

An application form is enclosed with this announcement. Please make additional copies as needed. You may also download additional applications from www.ct.gov/opm, under Publications and Reports, Revaluation Certification Guidebook.

Mail Application To:

Office of Policy and Management
Intergovernmental Policy Division
450 Capitol Avenue, MS #54FOR
Hartford, Connecticut 06106-1379
Attn: Shirley Corona

Parking

Parking is available in designated **PARKING LOTS Forest and Capitol (Lot C)**. Please allow additional time to park and take the shuttle bus from the parking lot to 410-470 Capitol Avenue complex.

Information

If you need additional information, clarification, or applications, please visit our web site at: <http://www.ct.gov/opm> (WHAT'S NEW) or call Marie Gunthrop at (860)418-6284 or via e-mail: marie.gunthrop@ct.gov.

Applicant Requirements

Admission to an examination will be allowed only if the applicant meets all the minimum experience requirements as stated within the "*The Regulations of Connecticut State Agencies*."

Applicants for certification in *Residential Value Estimation* shall furnish documentary evidence of having not less than two (2) years of experience in the fields of assessing, revaluation or appraising.

Applicants for certification in *Commercial and Industrial Value Estimation* shall furnish documentary evidence of having not less than three (3) years of experience in the fields of assessing, revaluation or appraising.

Applicants for certification in *Personal Property Value Estimation* shall furnish documentary evidence of having not less than two (2) years of experience in the fields of assessing, revaluation or appraising.

Applicants for certification as a *Supervisor* shall furnish documentary evidence of having not less than three (3) years of experience in the fields of assessing, revaluation or appraising and of having received a passing grade for both the Residential Value Estimation examination and the Commercial and Industrial Value Estimation examination.